

## We want an Extra Extra... Be all about it - Newsletter Editor



Project Title	We want an Extra Extra... Be all about it - Newsletter Editor
Project Summary	Seeking a newsletter editor to create a weekly English - language newsletter using Publicate.it. This publication will be for mission Abu Dhabi employees and their family members.
Country	United Arab Emirates
Country/Region of Focus	Middle East and North Africa

## Project Description

- Create and edit a weekly English language newsletter (apx 10-15 pages) in which follows the style and culture of the Abu Dhabi CLO Office and Embassy Community.
- Research and edit content for a readership of over 40 readers.
- Follow Chicago Manual
- Publication editing takes place on Publicate.it (Must know the program or be a quick self study)
- Newsletter editor must incorporate mission and local content to include classifieds.
- Weekly draft needs to be submitted to the CLO office by close of business on Tuesday (Abu Dhabi time +8/9 hrs of EST)
- Final draft completed by COB on Wednesday (Abu Dhabi time +8/9 hrs of EST)
- Seeking a creative and fast learner.
- Attention to detail a must
- Familiar with Google Docs (Or be willing to learn)

## Required Skills or Interests

Skill(s)

Editing and proofreading  
Research  
Social media management  
Writing

## **Additional Information**

- Be available to receive a call from Abu Dhabi at least 2x a month
- A team player (May be working with other virtual interns)

## **Language Requirements**

*None*